

## **NOTICE OF APPEAL**

If the pleading being filed is an *Amended* Notice of Appeal, please use the *Amended Document* event located in the **Misc. Events** category.

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**STEP 1** Choose **Bankruptcy** or **Adversary** from main menu

**STEP 2** Choose **Appeal** category

**STEP 3** Enter case number; click [NEXT]

**STEP 4** Select **Notice of Appeal (Fee)** from drop down list; click [NEXT]

**STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen

**STEP 6** Select party or click [ADD/CREATE NEW PARTY]; click [NEXT]


☛ *If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role type from the drop down menu on the Party Information screen.*

☛ *If you selected Add/Create New Party or if this is the first time you are filing on behalf of an existing party, you will be asked to create an association by placing a check in the box*

**STEP 7** Upload the PDF document and any attachments

☛ *TIP - After Browsing your files, open and review your file to be sure that you are uploading the correct .pdf. To do this, right click on the file name and select open from the pop up menu.*

☛ *TIP - Supporting documents and proposed orders are uploaded as ATTACHMENTS to motions/applications. Click inside the Yes radio button and click [NEXT]. As noted above, please be sure that you are selecting the correct .pdf to upload. Select a description of your attachment from the Type drop down menu or free text one in the Description variable box. Click Add to List and repeat this process for each attachment. When all attachments are uploaded, click [NEXT]*

 *TIP - If you upload the wrong .pdf and you notice the error while still on this screen, highlight the file name and click Remove from List.*

**STEP 8.a** Appellant designation due date displays


**STEP 8.b** Place a check in the box next to “**Refer to existing event(s)?**” Fee information displays; click [NEXT]

**STEP 9** Select the **Order and Motion** categories; click [NEXT]

**STEP 10** Place a check in the box next to order being appealed and place a check in the box next to the initiating motion; click [NEXT]

**STEP 11** Confirm case name and number; click [NEXT]

**STEP 12** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

 *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION .***

SAMPLE DOCKET TEXT

**Notice of Appeal Re: (related document: [3] Order Appointing Trustee) Fee Amount \$255. Filed by John Hughes on behalf of Dan Mely. Appellant Designation due by 7/30/2001. (Hughes, John)**

**STEP 13** Select **Pay Now** or **Continue Filing**;

**STEP 14** **Notice of Electronic Filing** displays.